



**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF MENDOCINO**

Invites applications for the position of:



## **Probate Guardianship/Conservatorship Investigator**

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**ANNUAL SALARY: \$66,560.00**

**CLOSING DATE: Tuesday, May 15, 2012**

**TENTATIVE INTERVIEW DATE: Thursday, May 24, 2012**

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Under general supervision of the Family Court Services Director, the Probate Guardianship/Conservatorship Investigator conducts highly specialized investigations concerning guardianship and conservatorship petitions and prepares written reports with recommendations to the Court concerning what will best meet the needs of the child(ren) or adult(s) involved.

The Probate Guardianship/Conservatorship Investigator classification is established as an "at will" position and, as such, the incumbent serves at the pleasure of the CEO.

### **REPRESENTATIVE DUTIES:**

- Receives notification of petitions for new guardianships and conservatorships and conducts investigations to determine if guardianships and conservatorships are necessary;
- Conducts investigations in guardianship and conservatorship matters by gathering, assessing and evaluating information regarding living and housing arrangements, care plans, and other information concerning the personal health and safety of proposed wards, and conservatees through interviews, home visits and other sanctioned investigative methods;
- Interviews proposed wards and conservatees in all petitions filed to establish guardianships or conservatorships; evaluates personal, educational, and social needs; investigates and determines facts and conditions surrounding controversies including issues of domestic violence, child abuse, elder abuse or neglect and substance abuse;
- Within time frames that meet Court and statutory requirements, prepares reports for the Court documenting visits, the conservatee's preference of conservator, and ward's preference of guardian, the conservatee's or ward's desire for legal representation and making recommendations concerning the appropriateness of the conservatorship or guardianship;
- Conducts periodic review of ongoing probate conservatorship cases to determine if the conservator is acting in the best interest of the conservatees; determines if conservatee requires continued conservatorship or desires a change of

conservators; attempts to resolve deficiencies in care or placement and document facts and findings;

- Reviews accounting of ongoing conservatorships to determine if expenditures appear to be appropriate and for the benefit of the conservatee;
- In guardianship matters, checks references and reviews criminal history and child protective services information;
- Interviews parents, children, and collateral parties (relatives, friends, attorneys, medical and psychiatric staff, various county departments, State agencies, and other concerned parties);
- Reviews accounting of ongoing guardianships; conducts periodic reviews of ongoing guardianship cases to determine if the guardian is acting in the best interest of the ward; keeps abreast of changing circumstances and identifies potential problems; and
- Attends hearings and testifies in Court as required;

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Interviewing and assessment techniques for evaluating families with multiple and complex psychological, social, cultural, and economic issues;
- Principles and techniques for writing concise accurate reports with documentation, assessment, evaluation and recommendation components;
- Principles and techniques of counseling families and children;
- The signs and impacts of physical, emotional and sexual abuse and their effects on children and families;
- Adult psychopathology and the dynamics of family dysfunction;
- Psychological, social, cultural and economic factors that influence individual and group behavior;
- The signs and impacts of substance abuse, domestic violence and their effects on children and families;
- Family, juvenile, probate and criminal law functions and procedures of Superior Court; and
- Public and private community resources to meet the needs of families, children, persons with disabilities, the elderly and dependent adults.

#### **Skills and Abilities in:**

- Operating a personal computer and software applications and/or dictating equipment in the completion of job related assignments;
- Collecting, analyzing and evaluating a variety of legal records and other data obtained during investigations;
- Effectively communicating with attorneys, other professionals, and clients. Effectively communicating with sometimes hostile or resistant individuals;
- Making appropriate psychological and/or psychiatric referrals;
- Providing appropriate community resource referrals to family members and other interested persons;
- Providing recommendations to both the Family Court and Probate Court based on

the information collected during the course of the Guardianship or Conservatorship Investigations;

- Establishing and maintaining effective working relationships with individuals, family members, attorneys, court personnel and other professionals in public and private agencies;
- Testifying in court;
- Reading, comprehending, interpreting, and accurately applying policies, rules, regulations and government codes;
- Organizing priorities and tasks in order to meet court deadlines with minimal supervision;
- Traveling as necessary in the performance of job duties; and
- Maintaining statistics.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

- Bachelor's degree from an accredited college or university in social welfare, social science, behavioral science, nursing, psychology, counseling, sociology or other related behavioral science; and
- Two or more years employment experience performing casework or investigations in a legal, financial, law enforcement or social services setting; or;
- Any combination of education or experience that provides the candidate with the requisite knowledge, skills and abilities to perform the duties of Probate Guardianship/Conservatorship Investigator.

#### **Licenses and Certifications:**

- Possession of a valid California Driver's License or the ability to travel within Mendocino County for purposes of conducting job-related interviews.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Ability to ascend and descend stairs while carrying files, stacks of paper, reference books, supplies, equipment, and other materials, etc.;
- Strength, dexterity, and coordination and/or ability to use a computer keyboard and read a video display terminal on a regular basis;
- While performing the essential functions of this job, the incumbent is regularly required to sit, use hands to finger, handle, or feel objects, to reach with hands and arms, and speak and hear; and
- Physical ability to lift light articles, sometimes weighing up to 20 pounds and carrying of objects weighing up to 20 pounds; pushing and/or pulling objects weighing up to 20 pounds. Frequent need to reach for items above and below desk level, sometimes with the assistance of a ladder or step stool.
- Work is performed in an office and/or courtroom environment;
- May have exposure to outdoor temperatures or dirt and dust; and,
- The incumbent's working conditions are typically moderately quiet, but may be loud at times at some locations.

**SALARY AND BENEFITS:**

The salary for this position is \$66,560.00 annually.

The Court also offers an excellent benefits package:

- Retirement benefits available under the 1937 Retirement Act, 2% at age 57;
- Health, vision and dental insurance plans are available for the employee, family, domestic partners and young adult dependents;
- \$50,000 Court paid life insurance;
- Vacation is based on time in service and starts at 10 vacation days per year;
- 13 paid holidays per year;
- Sick leave of 15 days per year, earned at 4.62 hours per pay period;
- Management leave of 7 days per year; and
- Voluntary, tax deferred 457 plan.

**HOW TO APPLY:**

By May 15, 2012, interested persons are requested to submit a completed, signed and dated hard copy of the Court application, and a resume. Please note that a resume will not take the place of the Court application. Submitted applications and resumes received by the deadline will be evaluated to determine if the candidate meets the minimum qualifications. The Court will further evaluate these documents and select for interview only those candidates it deems most qualified. Not all applicants will receive an interview.

Applications may be obtained from the Court as listed below or by visiting the Court's website at: [www.mendocino.courts.ca.gov](http://www.mendocino.courts.ca.gov)

Please mail or deliver a hard copy of the completed application and resume to:

- Superior Court of California, County of Mendocino  
Human Resources Division  
100 North State Street, Room #303  
Ukiah, CA 95482

The Court provides reasonable accommodations for applicants with disabilities. If you are disabled as defined by the federal Americans with Disabilities Act or the California Fair Employment and Housing Act and will be requesting an accommodation, please contact Human Resources at (707) 463-4473 to discuss your request.

**Completed application and resume must be received no later than 5:00 P.M. on Tuesday, May 15, 2012.**

**SELECTION PROCESS:**

This is a competitive recruitment. All applications meeting the minimum qualifications will be reviewed and those applicants determined to be the best fit for the needs of the Court will be submitted to the interview panel for consideration. Applicants may be required to participate in one or more interview panels during the decision making process.

Please note that Court employment is contingent upon successful completion of a background check, and the provision of appropriate identifying documents to certify eligibility to work in the United States. Please be advised that finalist(s) must be fingerprinted for criminal record check purposes and that continued employment is contingent upon information received in the report.

***The Superior Court of California, County of Mendocino is an  
Equal Opportunity Employer***